

NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

File this form in the Employee's Personnel Record

Name: _____

Job/Dept Assigned: _____

Safety Topics presented during General New Employee Orientation

1. General Safety Rules & Policies
2. Hazard Communication & Chemical Safety Procedures
3. Hearing Conservation
4. Control of blood borne pathogens
5. Electrical Safety & Lockout/Tagout
6. Emergency Plans: Routes & Assembly Locations
7. Procedures for safety violations, accidents, near-miss
8. Proper lifting & ergonomic techniques
9. Job hardening/warm-up exercises
10. Tool & Equipment Safety
11. Safety Signs and their meanings
12. Process Safety Management Overview

HAZARD COMMUNICATION TRAINING STATEMENT

I have received training on the Hazard Communication OSHA Standard 1910.1200, specifically:

- I am aware of the Company Written Hazard Communication Plan and it's location and I know that I may see the written plan by asking my supervisor.
- I am aware of the list of hazardous chemicals used in my workplace and that I may see the list and any Material Data Sheet (MSDS) by asking my supervisor.
- I am aware that _____ is responsible for the overall conduct of the Hazard Communication Program.
- I am aware that I have the right to have any MSDS shown and explained to me for all hazardous materials that I work with.
- I understand the difference between routine and Non-routine hazards.
- I understand that I am to report any spill of any hazardous material to my supervisor.
- I understand that I am to report any unlabeled containers to my supervisor
- I understand that I am to take all proper precautions with chemicals, including proper use of Personal Protective Equipment, storage, transfer, use, and disposal.
- I understand the labeling system used to identify hazardous material

Employee's Signature _____

Trainer Signature _____

Date _____